

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF NORTH CAROLINA
PROBATION OFFICE**

GREG FOREST
Chief United States Probation Officer



200 S. College St., Suite 1650
Charlotte, NC 28202
Telephone (704) 350-7601

JOB OPPORTUNITY

Announcement Number:	#06-05
Position Title:	Executive Assistant
Salary Range:	CL 23-24 (Salary Range \$28,095 to \$38,890) Depending Upon Qualifications and Experience
Position Location:	Charlotte, NC
Who Can Apply:	Open to All Qualified Sources
Open Date:	July 24, 2006
Closing Date:	August 18, 2006

How to Apply: To be considered for this position, applicants must submit the following:

- ▶ A cover letter
- ▶ Resume
- ▶ Written response to the Quality Ranking Factor
- ▶ AO-78, Application for Judicial Employment (can be downloaded from www.ncwp.uscourts.gov)

Failure to submit the cover letter, resume, response to the Quality Ranking Factor, and the AO-78 will result in immediate disqualification. Incomplete applications will not be returned or retained.

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Executive Assistant - Charlotte, NC

Application materials must be sent to the attention of:

U.S. Probation Office
ATTN: Personnel Specialist
200 S. College Street
Suite 1650
Charlotte, NC 28202

QUALITY RANKING FACTOR

Applicants must submit a narrative statement on a paper separate from the cover letter, addressing the factor listed below. Please state the Quality Ranking Factor, followed by your response. **(Mandatory)**

Describe your qualifications, skills and abilities relevant to the position of Executive Assistant.

REPRESENTATIVE DUTIES:

Receives, screens, and refers telephone calls and visitors on behalf of the Chief Probation Officer. Answers administrative inquiries and provides various types of assistance to callers and visitors. Receives, screens, and routes mail to the Chief Probation Officer, senior managers, and other individuals when appropriate. Maintains confidentiality of all sensitive matters.

Prepares executive correspondence, legal documents, and other materials from rough copy or own notes for review and signature by the Chief Probation Officer and senior managers. Proofreads drafts before producing final documents. As authorized, signs routine correspondence for senior management.

Manages special projects as assigned by senior management. Performs a variety of executive studies and data analysis.

Maintains calendar of meetings for the Chief Probation Officer and senior managers. Makes travel, lodging, and meeting arrangements, including coordination of all notifications, administrative details, and logistical matters. Prepares travel payment vouchers in accordance with existing policies and procedures. Performs other duties as assigned by Chief United States Probation Officer.

Performs intricate word processing tasks. Utilizes comprehensive computer literacy to enhance quality and content of reports, manuals, training materials, and special event literature. Maintains executive files, reports, and correspondence.

Plans and organizes conferences and meetings. Prepares agendas, attends meetings, and takes notes if required.

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Liaises with other court units and agencies on behalf of senior management.

JOB REQUIREMENTS: Qualified applicants will have thorough knowledge of executive office procedures, filing systems, and data base management techniques. Good knowledge of court rules, policies, and procedures. Excellent writing, editing, and proofreading skills. Ability to effectively handle administrative matters including file maintenance, record keeping, reporting, and preparation of presentation material. Must have excellent interpersonal skills and the ability to handle interactions with diplomacy and tact. Experience in using discretion and ability to handle highly confidential information in a professional manner is required. Excellent computer and research skills are essential.

QUALIFICATIONS: Applicants must be a high school graduate or equivalent, and possess three years of progressively responsible clerical, secretarial, administrative, officer or other work experience, which indicates an understanding of the knowledge and skills needed to perform the duties of this position. Applicant must be citizen of the United States or eligible to work in the U.S.

EMPLOYEE BENEFITS: Full-time employees of the United States Probation Office are eligible for retirement benefits, and accrue 13-26 days of annual leave per annum, based on years of service, as 13 days sick leave per annum, flexible benefits program, portable retirement plan with matching contributions and a professional work environment. Newly appointed employees serve a one year probationary period. The United States Probation Office for the Western District of North Carolina currently offers a flexible work schedule program and an annual employee awards program.

Candidates selected for interviews will be subject to proficiency testing. Employment is subject to an initial background check and verification of information supplied and is provisional pending the satisfactory result of a subsequent comprehensive background investigation. Participation in the interview process is at the applicant's own expense. Relocation expenses will not be provided. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

The Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Probation Chief may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

The U.S. Probation Office for the Western District of North Carolina is an Equal Opportunity Employer & values diversity in the workplace.